



REFERRAL FEE AGREEMENT

Greater Hartford Association of REALTORS®, Inc.



Referring Broker: _____

Referring Agent or Broker: _____

Address: _____

Phone: _____ E-mail: _____

Referring Broker
 Name & license # of the brokerage referring out the client.
 Name, license number, address, preferred phone number and email
 address of the agent or broker who is the person referring out the client.

Referred Broker: _____

Referred Agent or Broker: _____

Address: _____

Phone: _____ E-mail: _____

Referred Broker
 Name & license # of the brokerage receiving the client.
 Name, license number, address, preferred phone number and email
 address of the agent or broker who will be working with the client.

Client(s): _____ (Client Name)

Address: _____

Phone: _____ E-mail: _____

Client Information
 Name(s), address, phone number and
 email of the client being referred.

Referred Property Address, if applicable: _____

Referred property address of applicable. Sometimes there is a specific property and that is the only property the referred broker is to show the client.

Other Comments: _____

Other Comments/Instructions. This could be anything from a specific time frame, county, town, street, or a combination of the aforementioned. This could also include a specific compensation amount not able to be put in the compensation section. This section could also include information about the client or instructions on how the client wishes to be contacted, etc.

1. This agreement begins on the last date signed below and expires on _____. This agreement will automatically extend through _____ if not entered into with the referred Client(s), or if negotiations have not been completed by _____.

Expiration Date:
 Enter the date (if any) the agreement will expire.

2. In consideration of Referring Broker's Referral of Client to Referred Broker, Referred Broker agrees to pay to Referring Broker a referral fee of \$ _____ or _____ % of the gross closed commission received by Referred Broker on the (check all that apply) Listing Side Selling Side Lease

- 3. The referral fee shall be due and payable at the time of purchase/sale/lease.
- 4. This Referral Fee Agreement is not a co-partnership between the parties. Referred Broker agrees to execute all necessary agreements which may be required by law.
- 5. In the event of a dispute, the parties agree to resolve any dispute through the Arbitration Manual of the National Association of REALTORS®.

Compensation Section
 Reflects the dollar or percentage the referred broker will compensate the referring broker should the client sell, buy, or both. The boxes represent what side the referring broker is entitled to compensation. (e.g. The referring broker gives the referred broker a listing and checks off they are to be compensated on the sale of the property. Should the referred broker also bring in the buyer in a dual agency situation the referring broker is not entitled to a portion of that side if the box is not checked off.) This is negotiable between the two brokerages and some brokerages have standard procedures on referrals. Always check with your broker or office manager on this before committing to a referral.

Referring Broker: _____ (Brokerage Firm)

Referred Broker: _____ (Brokerage Firm)

By: (Auth. Rep) _____

Date: _____

Signature Section
 Usually signed by the broker or office manager of each brokerage. Some brokerages allow the agents to enter into referral agreements on their own. It is important to check with your brokerage's policy on referrals.